



HR Executive

GenITeam (www.geniteam.com) is investors backed mobile applications and game development firm with offices in Lahore, Dubai and New York. GenITeam is featured as top 100 emerging companies in Asia by Red Herring, and is recipient of P@SHA-ICT Awards.

We're looking for an HR Executive to join our team. You will be part of a very dynamic team of HR that supporting tech teams while maintaining and improving our engaging and inclusive culture.

This Position includes recruitment, onboarding, developing high performing team members, mitigating employee relations matters, driving employee engagement, and coordinate in training and development program to ensure executional excellence.

Responsibilities

- Source and assess top talent candidates using a variety of outlets such as job postings, social media and technical databases.
- Perform the initial screening of candidates and schedule all interviews with all stakeholders involved.
- Work closely with managers to manage the requirements and expectations for the open vacancies.
- Develop and sustain a strong working relationship with all stakeholders.
- Record all material and data used for recruitment, including notes and salary surveys.
- Provide timely and accurate data to maintain recruiting metrics.
- Develop and manage a qualified pool of technical candidates for a variety of roles, developing a relationship with prospective talent.
- Leverage GenITeam candidate experience by maintaining relationships with candidates at all stages of the recruitment cycle.
- Recommend creative new ways of sourcing talent and competitive recruiting techniques to stay competitive.
- Develop effective and timely communication approaches that include; actively keeping others informed, appropriately expressing ideas, thoughts, verbally and/or in written form.

Interested candidates may submit their resume at hr@geniteam.com latest by 6th February, 2023